



U. S. MISSION

Vacancy Announcement

Riyadh – Jeddah - Dhahran

15-116

VACANCY ANNOUNCEMENT - RIYADH

6/21/15

OPEN TO	ALL INTERESTED APPLICANTS
POSITION	UNDER BUTLER (THIS IS A NON-USG POSITION ON CONTRACT WITH THE OCCUPANT OF THE CONCERNED USG RESIDENCE).
OPENING DATE	SUNDAY, JUNE 21, 2015
CLOSING DATE	SUNDAY, JULY 5, 2015
WORK HOURS	FULL-TIME
SALARY	SALARY RANGE OF SR. 3,000 TO SR 4,091 (MONTHLY BASIC SALARY EXCLUDING ELIGIBLE ALLOWANCES). THE SALARY MAY BE ADJUSTED BASED ON PREVIOUS EXPERIENCE/ QUALIFICATIONS.

NOTE:

- ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED TRANSFERABLE WORK/RESIDENCE PERMIT IN ORDER TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF POSITION

Incumbent is responsible for assisting the Butler in his/her duties at the residence.

MAJOR DUTIES & RESPONSIBILITIES

- Acts a head waiter and valet to official guests accommodated at the residence and to the Ambassador, as required.
- Follows work schedule created and maintained by Residence Director. Directly reports any work concerns, leave requests, supply and equipment needs to Residence Director.
- Regularly cleans representational space and private quarters to maintain a high level of readiness for all events and for the support of Ambassador and family. Properly maintains outdoor furnishings and building exterior.
- Completes laundry on a timely basis, including for Ambassador, family, overnight guests and representational linens.

- Maintains the silver, official china and glassware of the residence. Handles all items with care to avoid damage and breakage.
- Greets and serves guests, and oversees the VIP guest quarters and the living space of the Ambassador.
- Assists the kitchen for all large official dinners, as required, to include food preparation, serving and clean-up.
- Assists with set-up for events, both inside and outside. Participates in decorating residence as required.
- Serves food and beverages on official functions at the residence and at the DCMR, as required.
- Answers the telephone and takes telephone messages for the Ambassador and family, as required.
- Acts as a Butler in the butler's absence.
- Acts as a member of the Ambassador Residence team, working together to accomplish all duties in support of the Mission of the U.S. Ambassador.
- May accompany Ambassador to Consulate (Jeddah / Dhahran) to maintain Ambassador's residence and support events to include cleaning, laundry, cooking and serving.
- Maintains personal quarters at a high level of cleanliness and regularly maintains communal space as scheduled.
- Other duties as assigned.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** Completion of junior high school is required.
2. **Experience:** At least three (3) years' experience as a hotel waiter and/or house-staff.
3. **Language Requirements:** Must be able to speak, read and write in English.
4. **Other Skills:** Ability to set tables and serve; ability to tend bar; must be prepared to work long and irregular hours. Lift and carry up to 50 lbs. independently; more with assistance. Perform physical tasks involved in cleaning and maintaining Ambassador's residence and supporting official events, such as, but not limited to cleaning brass and silver, climbing ladders, operating simple machines. Basic technology skills highly desirable.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

TO APPLY

Interested applicants for this position **must** submit the following or the applications will not be considered:

1. A current resume or curriculum vitae;
2. A clear copy of valid Saudi identity card, iqama card or work permit.
3. Any other documentation (e.g. copy of essays, educational certificates, awards, copies of degrees earned) that addresses the qualifications requirements of the position as listed above.

Note:

Please use the following subject line and format in your email. Failure to use the subject line and format below may result in your application not reaching the required application folder for further consideration.

EMAIL SUBJECT: Riyadh-VA15-116-UNDER BUTLER

**SUBMIT THE APPLICATION AND ALL OTHER DOCUMENTS AS A SINGLE FILE IN PDF
FORMAT TO EMAIL ADDRESS (MULTIPLE FILES WILL NOT BE CONSIDERED):**

HRORIYADH@STATE.GOV

POINT OF CONTACT

Human Resources Office

Telephone: (11)-488-3800